

**UNITED STATES DISTRICT COURT  
FOR THE SOUTHERN DISTRICT OF TEXAS**

January 10, 2018

Shea Neal Palavan  
Collins Edmonds & Schlather PLLC  
1616 South Voss Road, Suite 125  
Houston, TX 77057

Attorney Admissions Record: 4:00-mc-35790

Dear Counsel:

The term of your admission to practice before the United States District Court for the Southern District of Texas will expire one month from the date of this notice.

Attorney membership renewals should be completed electronically through District CM/ECF. Instructions on how to renew your membership electronically, including electronic payment of the renewal fee can be found on the court's website at

[www.txs.uscourts.gov/page/AdmissionsMembershipRenewal](http://www.txs.uscourts.gov/page/AdmissionsMembershipRenewal).

If you received this notice electronically, you are a registered Filing User of the Court's Electronic Filing System (ECF). If you do not remember your login and password, a written request to obtain your login and password must be submitted by email to Houston\_Atty\_Adm@txs.uscourts.gov.

If you received this notice by mail, you are not a registered Filing User of the Court's Electronic Filing System (ECF). Under the Courts Administrative Procedures for our Electronic Filing System (ECF), attorneys admitted to the bar of this Court are required to register as Filing Users of the Court's Electronic Filing System. Information on how to become a Filing User can be found on the court's website at

[www.txs.uscourts.gov/page/DistrictECFRegistration](http://www.txs.uscourts.gov/page/DistrictECFRegistration).

**Once you have registered, then you may complete your renewal electronically following the instructions referenced in the second paragraph.**

If you do not renew your membership before your term expires, you will be dropped from the roll of admitted attorneys. Any application after the deadline will be an original application, requiring re\_approval, attendance at a workshop, and payment of the \$176 application fee.

Sincerely,

David J. Bradley, Clerk of Court

By: Claire Cassady, Deputy Clerk